



State of Hawai'i Non-Civil Service Job Opportunity

Job Training Specialist

State of Hawaii Executive Branch
Salary: see recruitment information

An Equal Opportunity Employer

Opening Date: 04/22/16

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Labor & Industrial Relations, Workforce Development Division. The position is located on the Island of Oahu, Downtown. Recruitment Number 16-075; In person interview may be required.

Salary: \$4,253 per month

If you have any questions regarding this **non-civil service exempt position**, please contact the Department of Labor and Industrial Relations, Personnel Office at (808) 586-9043 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

DUTIES SUMMARY

Plan, develop, interpret, and evaluate policies, procedures, instructions, guidelines, methods and techniques for programs benefiting employers; and/or for programs benefiting job applicants.

MINIMUM QUALIFICATION REQUIREMENTS

Citizenship Requirement: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

RECOMMENDED QUALIFICATIONS:

Knowledge: Monitoring and evaluation techniques; applicable federal and state laws, rules and regulations; labor market conditions and employment trends; Workforce Development policies and practices

Skills/Abilities: Effectively apply pertinent federal and state rules and regulations and other management tools in developing procedures and guidelines; monitor and evaluate programs to ensure effective operations and compliance with laws, rules and regulations, policies and procedures; provide training and technical assistance to staff, sub-contractors and employers; present ideas and information clearly and concisely in writing and orally before groups.

Recommended Qualifications (continued)

Education: A baccalaureate degree from an accredited university or college or any equivalent combination of experience and training.

Experience: 2-1/2 years of specialized experience on one or a combination of the following areas:

- 1) Progressively responsible full-time experience in the field of workforce development or related fields that involve one or more of the following duties and responsibilities: (a) obtaining applications for employment or training and assessing an applicant's qualifications in terms of skills, knowledges, suitability for employment or need for training; (b) determining job content and occupational requirements; (c) referring applicants to suitable jobs or job training; (d) planning, developing, evaluating and implementing workforce development programs.
- 2) Progressively responsible professional experience in the social sciences or related fields that involved (a) assisting youth and/or adults with personal, social and emotional problems towards their resolution; (b) planning, developing, evaluating and implementing such programs.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Appointment Not to Exceed: 12.31.2016

TO APPLY:

Print the Application from the Department of Labor and Industrial Relations website at <http://labor.hawaii.gov/jobs/>

SUBMIT completed Application to:

Department of Labor and Industrial Relations
Human Resources Office
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813

Direct all inquiries regarding this position to:

Department of Labor & Industrial Relations, Personnel Office,
(808) 586-9043, Mon-Fri 7:45 a.m.- 4 p.m.